



CITY OF LONDON PUBLIC RECORDS REQUEST

There is no charge for inspection of city records or records sent electronically. Costs for copies of records are .05 cents per page after twenty pages or \$1 per CD/DVD. If copies are to be sent via U.S. mail, the payment of postage, mailing supplies and the requested record is required in advance.

Ohio law permits you to obtain records without identifying yourself. You may request records in person or forward a completed form to the appropriate city department. This form is provided as a way of expediting your request and ensuring an appropriate request is received. Be specific in detailing the information you request.

Requesting Individual Contact Information:

Information Requested:

Type of Media Requested: () Hard Copy () CD/DVD () E-Mail Digital () View Only

OFFICE USE ONLY

Request Received By: _____ Date/Time Received:

Completed By: _____ Date/Time Forwarded:

Request Denied () Reason:

Payment Amount Rec: _____ Receipt #: _____ Date:

NOTES:
